

Waste Tire Clean Up Application

Non-Profit Group Waste Tire Cleanup Form

Missouri Department of Natural Resources
Solid Waste Management Program
Waste Tire Unit
P.O. Box 176
Jefferson City, MO 65102
(573) 526-7635 fax (573) 526-3902

Waste Tire Cleanup Disposal Cost Reimbursement Request

Under authority of the Revised Statutes of Missouri, and subject to pertinent legislation, regulations and policies applicable to Section 260.276 of the Revised Statutes of Missouri.

Organization Name:		
Organization Address:		
Organization City, State, Zip:		
Organization Contact Person, Title:		
Phone:	Fax:	e-mail:

Location of Cleanup (Be Specific):	
Name and Location of Business where tires will be disposed:	
Estimated Number of Tires:	Estimated Disposal Cost:

I/We hereby request approval from the Missouri Department of Natural Resources (DNR) to seek reimbursement for the proper disposal of waste tires collected as part of a civic cleanup to be conducted at the above described location. I/We have attached a copy of our registration with the Office of the Secretary of State stating our non-profit status. I/We understand that the maximum amount of money that may be reimbursed will be the actual disposal cost or \$2 per tire, whichever is less. I/We also understand that only those tires we legally dispose of are eligible for reimbursement under this program and that written documentation must be provided to DNR.

To receive reimbursement you must submit the Department's Charitable Cleanup Invoice Form. You must provide a copy of the *cancelled check* (front and back) for the cost of the proper disposal of the tires and the original receipt from the tire hauler, tire dealer or other legal destination.

The cancelled check must be from the entity that applied for reimbursement.

Governmental and for-profit entities are not eligible for disposal cost reimbursement.

Please provide a copy of your organization's registration with the secretary of state's office.

The assistance as described herein is hereby offered and accepted effective upon signature of authorized officials.

Recipient	
Authorized Signature, Title	Date

Missouri Department of Natural Resources	
Beth Marsala, Enforcement Section Chief	Date

Please mail or fax completed form to the above address or number.

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Charitable Cleanup Invoice

Missouri Department of Natural Resources
Solid Waste Management Program
Waste Tire Unit
P.O. Box 176
Jefferson City, MO 65102
(573) 526-7635 fax (573) 526-3902

INVOICE

Organization Name:		
Organization Address:		
Organization City, State, Zip:		
Organization Federal Tax ID:		
Phone:	Fax:	Email:

Description	Number of Tires Collected	Disposal Cost	Amount Requested
Reimbursement of cost for proper disposal of waste tires collected as a result of a charitable, fraternal or other nonprofit organization's voluntary cleanup of land and water resources authorized in Section 260.276.3, RSMo.			

In order for this invoice to be processed in a timely manner, you must provide a copy of the **cancelled check** (front and back) for the cost of the proper disposal of the tires and the original receipt from the tire hauler, tire dealer or other legal destination.

The cancelled check must be from the entity that applied for reimbursement.

Governmental and for-profit entities are not eligible for disposal cost reimbursement.

I certify to the best of my knowledge and belief the above data is correct, and that reimbursement is due and has not been previously requested.

I certify that (#) _____ waste tires collected during this cleanup came from Missouri.

Submitted by: _____ Date: _____

Authorized Signature, Title

Attach an original receipt showing proof of delivery to a legal recycler, end-user, processor or landfill. The receipt must indicate the number of tires delivered, cost involved and must indicate paid-in-full. This receipt needs to be signed by a representative of the group seeking reimbursement and by the recipient of the tires.

Do not make any entries below this line. This part will be completed by DNR.

This Invoice Approved for Payment: (Y) or (N) Date: _____ Signature: _____ Amount Due: _____

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Non-Profit Group Waste Tire Cleanup Disposal Cost Reimbursement Instruction Sheet

The Missouri Department of Natural Resources is authorized to reimburse fraternal, charitable or other nongovernmental nonprofit organizations for disposal costs of waste tires collected during voluntary cleanups of land and water resources. These monies only apply to waste tires; other wastes collected as part of these projects are not eligible for reimbursement. Reimbursement funds are available subject to the conditions outlined below:

- 1) Nonprofit organizations wishing to utilize these funds must obtain prior authorization. This can be accomplished by completing the reimbursement request form located at the link below titled **Non-Profit Group Waste Tire Cleanup Form** and mailing or faxing the form to the following address:

Missouri Department of Natural Resources
Solid Waste Management Program
Waste Tire Unit
P.O. Box 176
Jefferson City, MO 65102-0176

A copy of the group's **current registration** with the Office of the Secretary of State should be included with the reimbursement request.

Upon approval, the department will notify the group by returning a copy of the signed reimbursement request to the group. Tire collections that occur prior to receiving approval may not be eligible for reimbursement.

- 2) For each tire collected and taken to a legal recycler, end-user, processor, etc. the group will be reimbursed up to the actual cost of disposal or \$2 per tire, whichever is less.
- 3) After the tires from the cleanup have been properly disposed of, the group must:
 - a. Complete and submit the invoice form located at the link below titled **Invoice**.
 - b. Submit a **receipt** from the entity receiving the tires indicating the number of tires taken and the total amount paid for their disposal. (The individual or company receiving the tires must sign the receipt. The **original** receipt must be submitted.)
 - c. Submit a copy of the front and back of the organization's **cancelled check** (to the entity receiving the tires).
- 4) The department, upon approval of the information submitted for reimbursement will issue a check to the organization or individual for the costs incurred for disposal of the tires. Processing of complete reimbursement requests will take approximately two weeks from the date the department receives the request.
- 5) While there is no limit to the number of times a group may receive funds under this program, requests may be denied due to insufficient funds available to the department.
Groups are strongly encouraged to take collected tires to waste tire processors or end users for recycled or resource recovery. Tires can be landfilled, but only if they have been cut, chipped or shredded prior to disposal. Groups are encouraged to arrange for proper disposal of the tires before collecting them. Groups are encouraged to contact the appropriate department regional office for assistance in locating a place to deliver waste tires.